

DOI LEARN TUTORIAL 1.0

How to Login to DOI LEARN for the first time

In this tutorial, you will learn, step-by-step, how to create your user name and password, as well as identify your primary supervisor.

NOTE: This tutorial is only for DOI employees who have not completed the initial LMS system registration.


Step 1: Begin by accessing the [DOI LEARN](https://doilearn.doi.gov/index.cfm) website. You will see the opening log in screen below.

Department of the Interior DOI LEARN Management Portal Login [MaestroC/] - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address <https://doilearn.doi.gov/index.cfm> Go Links



Welcome to the Department of the Interior's Learning Management System
DOI LEARN

Please enter your User Name and Password to access the web site.

Public Catalog Login

Please Log On:

User Name:

Password:


Turn on 508 Compliance?
☐ Yes ☒ No

[I forgot my password](#)

If you need assistance, and/or login instructions, contact GeoLearning at: doilearn@geolearning.com or (866) 466-1998

[Privacy Act](#) [Accessibility](#)

To avoid technical difficulties while using the DOI LEARN application, please refer to this [browser settings document](#), to adjust your browser settings.



Done

Start | Inbox - Microso... | First Time Login... | Department o...

Trusted sites

9:30 AM

Hint: Favorite this page for future use. (Click on "Favorites", "Add to Favorites", "OK")

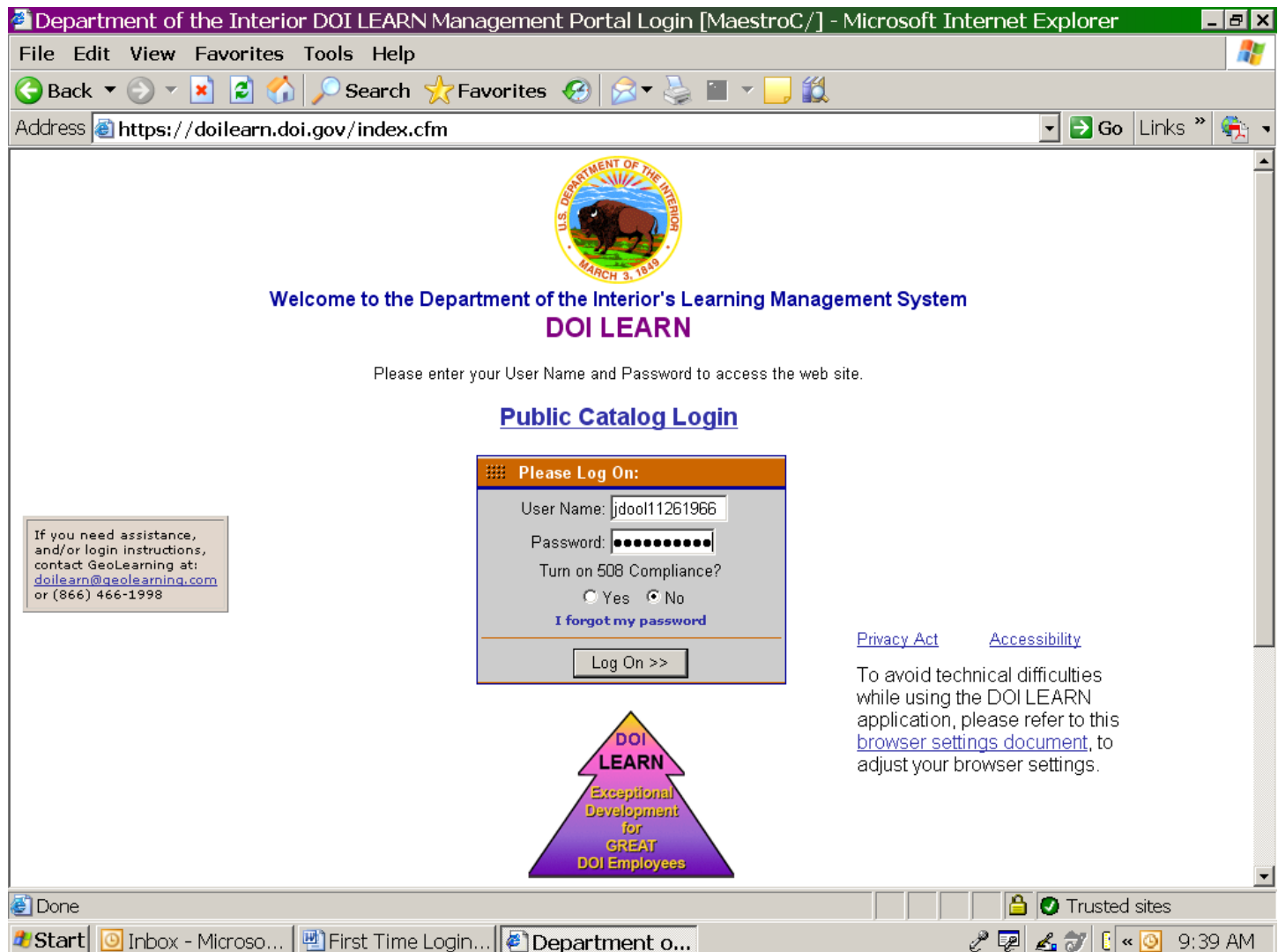
Step 2: Following the format below, enter your user name and password. The system assigns this to you based on your name and birth date.

Your **User Name** is the first initial of your first name and the first four letters of your last name followed by your birth date (MMDDYYYY) – two digit month, two digit day, and four digit year (no dashes, slashes or spaces).

For example the User Name for **Jane Dooley**, who was born **November 26, 1966**, would be: **jdool11261966**

Your initial registration password is: **!ChangeIT!**

This is case sensitive, so it is recommended that you copy/paste the password from this tutorial into your password box.




Department of the Interior DOI LEARN Management Portal Login [MaestroC/] - Microsoft Internet Explorer

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Done

Start | Inbox - Microso... | First Time Login... | Department o...

Trusted sites

9:39 AM

Step 3: The below screen appears, so fill in the boxes by entering a new user name (see note below), work e-mail address and your primary supervisor. Enter your supervisor's last name in the field and click on the "Go" button. Click on the down arrow next to the Training Approval Official box and highlight your supervisor. Enter your new password using the password requirements outlined on the screen (8 digit character length, 1 Upper case, 1 number, 1 special character), and select "Log On".

You **MUST** change your user name to create your new permanent login.

- A logical choice might be the short User Name that you currently used to log in to your computer.
- If you receive an error message, then the Username you have chosen is already in use by another DOI user and an alternative Username must be chosen.
- If the Training Approval Official field is already pre-filled with the name of your correct Supervisor or Training Approval Official, you can move on to the 'New Password' field. If not, type in the last name of your Supervisor or Training Approver in the Supervisor Last Name field and click 'GO'. Once the screen refreshes, move to the Training Approval Official field and select your training approver using the drop down arrow."

You must create a strong password to access the site. Strong passwords must adhere to the following guidelines:

- At least 8 characters in length
- At least 1 number
- At least 1 special character (i.e., #@%)

Please Log On:

New Username:

Email:

Supervisor Last Name:

Training Approval Official:

New Password:

Confirm Password:

Note: The system requires you to change your user name. Once you change your user name, you will not be able to change it again in the future. But, if you choose an inappropriate user name (foul language, racial slurs), your name will be changed to for you by your system administrator.

IMPORTANT: Do **NOT** use any Personally Identifiable Information (ss#, birthdate) as part of your user name.

Step 4: The below Rules of Behavior Form will appear. Read it and select the “Accept Rules of Behavior” option.

National Business Center/DOI University DOI LEARN Management Portal Login [MaestroC/] - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites

Address https://doilearn.doi.gov/act_login.cfm Go Links

violation, at the discretion of management and with due process of law, consequences can include: reprimand; removal of access privileges; suspension, demotion, or termination from work; and criminal and civil penalties.

Rules of Behavior

I understand that, when using the Learning Management System, I am personally accountable for my actions and that I must:

1. Protect data in accordance with the Privacy Act of 1974;
2. Protect sensitive information from disclosure to unauthorized individuals or groups;
3. Acquire and use sensitive information only in accordance with the performance of my official government duties;
4. Agency point-of-contact must protect information security by properly identifying Agency employees eligible as users of the Learning Management System;
5. Dispose of sensitive information contained in hardcopy or softcopy, as appropriate;
6. Ensure that sensitive information is accurate and relevant for the purpose which it is collected, provided, and used;
7. Protect my access codes from disclosure;
8. Report security incidents and vulnerabilities to Department of Interior;
9. Comply with the provisions of copyrighted software by not infringing upon or compromising (copy, distribute, manipulate, etc.) software of this system.
10. Ensure all changes to Learning Management System components and data are done via approved configuration control procedures;
11. Use government equipment in accordance with my site's/Agency's policies and procedures;

I understand that all conditions and obligations imposed upon me by these rules apply during the time I am granted access to this system regardless of location.

I understand that Department of Interior reserves the right, to terminate or suspend my access and use of the Learning Portal, without notice, if there is a violation of these Rules of Behavior.

Done Internet

If you see the below “Welcome” screen, you have successfully registered your account in DOI LEARN. Now you need to update your user profile. To learn how you do that, review the next DOI LEARN Tutorial entitled “How to Update Your User Profile”.

The screenshot shows a Microsoft Internet Explorer window titled "Minerals Management Services DOI LEARN Management Portal : Welcome". The address bar shows the URL "http://doilearn.doi.gov/MaestroC/". The page features a blue header with the DOI seal and navigation links: "MMS DOI LEARN Management Portal", "Log Off", "My Courses", "Catalog", "Enable Text-Only", and "Help". A secondary navigation bar includes "Welcome", "My Courses", "Library", "Communication", "Course Catalog", "Administration", and "Help Desk". The main content area is titled "Welcome" and contains the following text:

Welcome to the **Minerals Management Services DOI LEARN Management Portal**.

DOI LEARN is an internet/web-based, automated system designed to capture, manage, view and report information specific to training, both on-line and instructor led, for all DOI employees.

Supervisors will find their approval queue to act on employee training requests by clicking on the Course Catalog tab.

What does DOI LEARN help me accomplish?

- You will enter your own training requests.
- You will take any Departmentally mandated on-line training from this system.
- You can print your personal training history (transcripts) anytime from any computer with an internet browser.
- Your training history will follow you to any new position within DOI (Bureau/Office).
- You can search training catalogs and register for online and instructor-led training offered by Departmental training organizations.
- You can complete an Individual Development Plan. This function is

The taskbar at the bottom shows the Start button and open applications: "Inbox - Microso...", "First Time Login...", and "Minerals Man...". The system clock indicates 10:21 AM.